the formation of village lelvel committees for operation and maintenance of hand pumps and stand posts.

Report on Power Situation

2312. JUSTICE GUMAN MAL LODHA :
SHRI NAWAL KISHORE RAI :

Will the PRIME MINISTER be pleased to state :

(a) whether any study has been conducted recently by the Tata Energy Research Institute and Candian Energy Reasearch Institute regarding existing power system in the country;

(b) if so, whether it has been mentioned in their study report that 6.29% power can be saved in the year 1996-97 itself by improving power system:

(c) the reaction of the Government thereto; and

(d) the effective measures taken by the Government in this reagard?

THE MINISTER OF STATE IN THE MINISTRY OF POWER AND MINISTER OF STATE IN THE MINISTRY OF NON-CONVENTIONAL ENERGY SOURCES (DR. S. VENUGOPALACHARI) : (a) and (b). Yes, Sir.

(c) and (d). Systems improvement of the power sector is a continuing process. A number of schemes/ programmes have been taken up inter-alias on Overhaul and Maintenance (O&M) of boilers, optimal operation of regional grids, increasing Plant Load Factor (PLF), Renovation and Modernisation (R&M) of thermal power stations, uprating of Hydel projects, Installation of amorphous Core distribution transformers, LT Switched Capacitors, efficient energy meters, Load Management, rectification of agricultural pumpsets, energy audit of theremal power stations and transmission and distribution system etc.

[Translation]

Reply to Petitioners

2322. SHRI RAM TAHAL CHOUDHARY :
SHRI KASHI RAM RANA :

Will the PRIME MINISTER be pleased to state :

(a) whether a reply of the petitions are supposed to be sent to every petitioner as per the rules of the Government;

(b) if so, the number of cases in which the said rules have not been followed during the lst three months in the Personnel Ministry; and

(c) the action taken by the Government in this regard?

THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS AND MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRI S. R. BALASUBRAMONIYAN) : (a) The relevant instructions relating to treetment of represent ations/petitions from Government servants on service matters, as contained in the Ministry of Home Affairs OM No. 25/34/68-Estt, (A) dated 20th December, 1968 are enclosed as stement-I and statement-II.

(b) and (c). Representations/Petitions received in the Ministry of Personnel, Public Grievances and Pensions on different subjects are disposed off at various levels. Information in this regard is not centrally monitored.

STATEMENT-I

Office Memorandum

Subject:- Representations from Government servants on service matters - Treatment of.

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No. 113/52-Ests. dated the 30th April, 1952 on the subject mentioned above (copy cnclosed for ready reference). It has been brought to the notice of the Ministry of Home Affairs that undue delay occurs very often in the disposal of representations from Government service rights or conditions which causes hardship to the individuals concerned.

2. The representations from Government servants on service matters may be broadly classified as follows:-

(1) Representations/complaints regarding non-payament of Salary/allowances or other dues;

(2) Representations on other sarvice matters;

(3) Representations against the orders of the immediate superior authority; and

(4) Appeals and petitions under statutory rules and orders (e.g. Classification, Control and Appeal Rules and the petition Instructions).

3. In regard to representations of the type mentioned at (1) and (2) above, if the individual has not received a reply thereto within a month of its submission, he could address, or ask for an interview with the next highter officer for redress of his grievances. Such superior officer should immediately send for the papers and take such action as may be called for, without delay.

4. Representations of the type mentioned at (3) above, would be made generally only in cases where there is no provision under the statutory rules or orders for making appeals or petitions. Such representations also should be dealt with as expeditiously as possible. The provisions of the preceeding paragraph would apply to such representations also, but not to later representations made by the same Government servant on the same subject after his earlier representation has been disposed off appropriately.

5. In regard to the representations of the type mentioned at (4) above, although the relevant rules. or orders do not prescribe a time limit for disposing of appeals and petitions by the competent authority, it

should be ensured that all such appeals and petitions receive prompt attention and are disposed within a reasonable time. If if anticipated that an appeal or a petition cannot be disposed of with in a months of its submission, an acknowledgement or an interim reply should be sent to be individual within a month.

6. The instructions contained in paragraph 2 of this Ministry's Office Memorandum No. 113/52-Ests. dated the 30th April, 1952, will modified to the extent indicated in the paragraphs 3.4 and 5 above.

Sd/-

(P.S.Ventateswaran)
Under Secretary to the Government of India.

To

All Ministries/Departments of the Government of India etc. with usual number of spare copies.

STATEMENT-II

Subject:- Representations from Government servants on service Matters - advance copies.

Reference are frequently received in this Ministry encuiring whether the Submission of advance copies of representations to higher authorities is permissible and as to the treatment that should be accorded to such copies. The matter has beeen carefully considered and the following instructions are issued for the guidance of all concerned.

2. Whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievence, who proper course for him is to address his immediate official supprior, or the Head of his officce, or such other authority at the lowest level as he is competent to dall with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refusal relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to the President the Government or to Hon. Ministers) must be submitted through the proper channel (i.e. the Head of Office, etc. conncerned). There will be no objection at that stage, but only at that stage to an advance copy of the representation being sent direct.

3. The treatment by the higher authorities of advance copies of representations so received should be governed by the following general principles-

(a) If the advance copy does not clearly show that all menas of securing attention or redress from lower authorities have been duly ties and exhausted, the representation should be ignored or rejected summarily on that ground, the reasons being communicated briefly to the Government servants. If the Government servant persists in thus prematurely addressing the higher authorities, suitable disciplinary action should be taken against him.

(b) If the advance copy shows clearly that all appropriate lower authorities have been duly addressed and exhausted, it should be examined to ascertain whether on the facts as stated some grounds for interference or for further consideration appear, *prime facie* to exist. Where no such grounds appar, the representation may be ignored or summarily rejected, the reasons being communicated briefly to the Government servant.

(c) Even where some grounds for interference or futher consideration appear to exist, the appropriate lower authority should be asked, within a reasonable time, to foward the original representation, with its report and comments on the points urged. There is ordinarily no Justification for the passing of any orders on any representation without thus ascertaining the comments of the appropriate lower authority.

4. Some Government servants are in the habit of sending copies of their representations also to outside authorities, i.e. authorities who are not directly concerned with the consideration thereof (e.g. other Honourable Minister, Secretary, Members of Parliament, etc.) This is a most objectionable practice, contrary to official propriety and subversive of good discipline and all Government servants are expected scruplously to eschew it.

5. Separate instructions exist in repect of officers of the All India Services and these instructions do not apply to those officers.

6. It is requested that the above instructions may be brought to the notice of all Government servants.

[English]

Housing Problems in Gujarat

2323. SHRI P.S. GADHAVI : Will the PRIME MINISTER be pleased to state :

(a) the detials of the schemes undertaken/under consideration to solve the housing problems in Gujarat particularly in Saurastra-Kutch region of Gujarat;

(b) the details of schemes completed;

(c) the details of schemes chalked out for Saurastra-Kutch region; and

(d) the amount earmarked for each scheme?

THE MINISTER OF STATE IN THE MINISTRY OF URBAN AFFAIRS AND EMPLOYMENT AND MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (DR. U. VENKATESWARLU) : (a) and (b). As on 31.5.96, HUDCO has sanctioned 1007 housing